



EL TEJON UNIFIED SCHOOL DISTRICT

Katherine Kleier
District Superintendent

CLASSIFIED JOB OPENING

POSITION:	FAMILY/COMMUNITY LIAISON I
HOURS:	18 ¾ hrs. per week
LOCATION:	Mountain Communities Family Resource Center
SALARY RANGE:	\$12.42 to \$15.26 per hour
QUALIFICATIONS:	See attached job description
SELECTION PROCESS:	Qualifications and suitability for the position will be assessed in an oral interview.
APPLICATION PROCEDURE:	Interested personnel should submit a resume and letter of interest to the District Office by May 15, 2013.

Length of position is determined by grant funding cycles.

Please call Anne Weber at 245-4303 if you have any questions.

**P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 248-6714 Fax
e-mail: district@el-tejon.k12.ca.us**

El Tejon Unified School District

Family/Community Liaison I Job Description

JOB SUMMARY

Under the general supervision of the Healthy Start Project Coordinator and site principal, the Family/Community Liaison will link parents, school staff and community groups to the Healthy Start Project. The Family/Community Liaison will be responsible for expanding community involvement in the project in order to allow multiple access points into the service system for children and families.

REQUIRED QUALIFICATIONS:

Knowledge of:

Social work and case management concepts and principles.

Community resources, including mental and physical health and social service agencies.

Proper English usage, spelling and punctuation.

Local mountain community.

Ability to:

Communicate clearly in oral and written language.

Work sensitively with diverse socio-economic and cultural populations.

Work effectively and efficiently with minimum supervision.

Perform basic computer skills including Word and Excel.

Maintain confidentiality of clients.

Keep required records accurately and make required reports.

Experience:

Related experience involving social science, psychology, sociology or child development desired.

Education:

Minimum of a high school diploma or equivalent.

License:

Valid California driver license and proof of insurance.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Serve as a liaison in assisting children and parents in accessing services provided at the Healthy Start facility within Kern County;
2. Serve as a resource to community agencies and school staff regarding programs and services available in Kern County;
3. Perform public relations activities and act as a liaison to human service agencies, school staff and community groups regarding Healthy Start Project;
4. Effectively communicate and maintain cooperative relationships with those contacted in the course of work;
5. Provide services to families in a variety of settings including home visits;

FAMILY/COMMUNITY LIAISON JOB DESCRIPTION

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- 6. Participating in training in Bakersfield through Kern County Superintendent of Schools and attend applicable conferences when necessary; and
- 7. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:
 1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
 2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

3 b. Ability to stand for extended periods of time.

3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other

printed matter and observing students.

4 d. Ability to hear and understand speech at normal levels.

4 e. Ability to communicate so others will be able to clearly understand normal conversation.

2 f. Ability to bend and twist, stoop, kneel, run and crawl.

2 g. Ability to lift 40 lbs.

2 h. Ability to carry 40 lbs.

2 i. Ability to operate office equipment.

2 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SALARY RANGE:

10

*A grant program funds this position. Employment beyond initial 12 months is contingent upon availability of future grant funds. This position is part-time (18.75 hours a week) with a possibility of becoming a full-time position. Hours are determined by final grant funding. Hours not to exceed 8 hours in a single working day.

Mountain Communities Family Resource Center is the recipient of a grant from First 5 Kern effective July 2010 through June 2013 to accomplish the following goals:

GOAL 1: All parents and caregivers will be knowledgeable about early childhood development, effective parenting and community services.

GOAL 2: All children ages 0-5 will have an early start toward good health.

To applicants:

The MCFRC currently has two positions available. Both positions are Family/Community Liaison positions. The sponsor is First 5 Kern and funded through Proposition 10, a .50 cent per pack of cigarettes tax. This funding is specific to working with families with children ages 0 to 5 years. One Family/Community Liaison will be providing case management of families and the other will be providing assistance with the following programs:

- Organize and conduct weekly Mommy and Me sessions, integrating child development activities, parenting skills/parent education workshops, and knowledge of community resources
- Organize quarterly canned food drives with local community partners (schools, girl scouts, boy scouts, etc.) for MCFRC food pantry
- Provide qualified MCFRC clients with application assistance with utility programs
- Collect data required for all assigned programs
- Provide Casemanagement services to families as deemed necessary
- Provide initial and quarterly screening for preschoolers enrolled in preschool scholarship program
- Participate in required training necessary for assigned projects
- Provide community outreach for assigned projects
- All other activities required by MCFRC Director and First 5 Kern